

**PLANNING AND ZONING APPLICATION
CITY OF WEST FARGO**

<input type="checkbox"/> Administrative Review (Staff, P&Z, City Commission)	<input type="checkbox"/> Rezoning	<input type="checkbox"/> Subdivision (Replat)
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Right-of-way Dedication	<input type="checkbox"/> Subdivision Amendment
<input type="checkbox"/> Planned Unit Development (PUD)	<input type="checkbox"/> Right-of-way Vacation	<input type="checkbox"/> Variance (Subdivision)
<input type="checkbox"/> PUD Amendment	<input type="checkbox"/> Simple Lot Split	<input type="checkbox"/> Variance (Zoning)
<input type="checkbox"/> Minor PUD Modification	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Zoning Amendment (Map)
<input type="checkbox"/> Retracement Plat	<input type="checkbox"/> Subdivision (Original)	<input type="checkbox"/> Zoning Amendment (Ord.)

FEE _____ APPLICATION # _____ DATE: _____

Applicant: _____ Phone: _____

Owner: _____ Phone: _____

Address: _____

Legal Property Description: _____

Present Zoning Classification: _____

Existing Use: _____

Describe Briefly the Reasons for Request: _____

Date Fee Paid: _____

Estimated Date of Planning & Zoning and City Review: _____

Signature _____

Note: If the applicant is not the same as the owner, the owner should sign the application or submit a letter authorizing the applicant to proceed with the application.

Procedure for Approval Conditional Use Permits

City of West Fargo, North Dakota

Notice to applicants: The following steps are necessary in order to achieve approval of your particular request. Failure to comply with any step specified below will be grounds to deny or delay the hearing of your request before the Planning & Zoning or City Commissions.

1. Confer with City Planning Office to ensure that request complies with Zoning Ordinance and City Plans. _____
2. Complete application and pay fee (application and fee must be submitted to Planning Office at least 2½ weeks before scheduled public hearing before Planning & Zoning or City Commission). _____
3. Site plan prepared and submitted to City Planning Office (2½ weeks prior to scheduled public hearing before Planning & Zoning Commission) - **See attachment for site plan requirements.** _____
4. Public Hearing held before Planning & Zoning Commission. _____
5. Planning & Zoning Commission may approve, conditionally approve or deny request. _____
6. Applicant complies with conditions as set by Planning & Zoning Commission. _____
7. Date set for final City action. _____
8. City Commission considers request, with any necessary conditions. _____
9. Applicant complies with conditions as set by City Commission _____
10. Building Inspector issues Conditional Use Permit _____

Approximate time for approval - 4–7 weeks.

Site Plan Requirements
City of West Fargo

1. Name of applicant; name of subdivision;
2. Shall be drawn in ink at a scale of 1" = 100'.
3. North point and date.
4. Proposed boundary and lot lines within subdivision to include approximate dimensions of all proposed and existing lots.
5. Existing and proposed street names to include street right-of-way widths.
6. Means of ingress and egress to lots.
7. Existing and proposed building on each lot to include all yard setback distances.
8. Approximate square footage of each building.
9. Existing and proposed berm/landscaping/screening locations.
10. Existing and proposed location of sidewalks, if any.
11. Provision for off-street parking, snow storage and garbage removal.
12. Three (3) copies submitted to City Planning Office on paper not less than 11" x 17" in size.
13. Proposed fence locations, if applicable.
14. Any other information which will explain or support your request.

SITE PLAN

